**[Your address]**

**[Date]**

To the tenancy management team

As you know, your tenant at **[property address]** has died.

**[Explain how you are related to the tenant and your role in sorting things out]**

I am writing to agree an end to their tenancy.

I propose that the tenancy ends on**[date]** and that no further rent is due from that date.

I will make sure that my relative's belongings have been removed and return the keys by that date.

Please let me know in writing that you accept this.

Please contact me on **[phone number or email].**